

The Correctional Signpost

January-February-
March 2004



Earn a college degree while working for DOC

By Winnie Ore, DOC Training Bureau Chief

Department of Corrections employees who complete DOC training classes can now earn college credit leading to an Associate of Arts or Bachelor of Science degree in Criminal Justice from Excelsior College in Albany, New York.

For the past year the Correctional Practices Bureau's Training Unit has been working toward college accreditation for DOC training classes. Excelsior College has completed the assessment of the curriculum and it has been awarded college-level credit. DOC employees can earn credit for training they have already completed, and they don't have to take time away from work. The college-level equivalencies also make our training budget go farther, so we can help a greater number of our people earn college degrees.

Although agency budget cuts during the past two years drastically reduced the number of training staff, the remaining members did not waiver in their resolve to pursue college accreditation. The assessment team commended them for their efforts and for doing so much with so little.

A major in Criminal Justice allows students to select an area of emphasis for more in-depth study, such as Administration of Criminal Justice, Law Enforcement and Public Safety, Corrections, or Law and Society. The bachelor's degree program requires 120 semester credit hours. The major in Criminal Justice requires 30 credits, with

15 at the upper level. To help staff be most effective on the job, an emphasis on psychology, sociology and communications course work is encouraged.

Excelsior College will honor any prior college credits applicants may have earned from ACE-approved military training; other regionally accredited colleges and universities; academy training from ACE; National PONS I or Excelsior College-evaluated programs; and college-level proficiency exams, such as Excelsior College Examinations, CLEP and DANTES.

Interested staff may contact any of the DOC Training Specialists: Wayne Ternes, Lisa Hunter, Rae Ann Forseth or Bureau Chief Winnie Ore. Once enrolled at Excelsior College, students will be assigned academic advisors to help them develop efficient and affordable individualized degree completion plans.

This accomplishment is due to training staff knowledge of sound curriculum development, work ethic and commitment to excellence. They held the "vision" even when the "vision" seemed impossible to attain.

More than 50 law enforcement and corrections academies in the U.S. have signed up to have their training assessed for college credit under the Excelsior program. To learn more about Excelsior, log onto www.excelsior.edu.

Riverside youths have unique opportunity to attend college

By Cindy McKenzie, Superintendent, RYCF

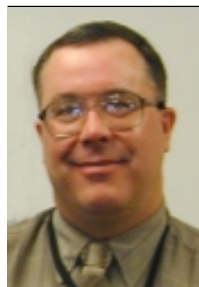
The Riverside Youth Correctional Facility (RYCF) in Boulder has forged a unique relationship with the University of Montana – Western that allows adjudicated youths to attend college in a structured environment with the extra support and guidance they need to succeed

Riverside staff member Ron Fuller has taken the lead on working with Western's Challenge Program in Dillon by bringing Dean of Students Eric Murray, Ph.D., to Riverside

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Swanson named MSP Deputy Warden; Lambert heads MCE



Swanson

*By Linda Moodry, Public/Victim Information Officer,
Montana State Prison*

Montana Correctional Enterprises (MCE) Administrator and Anaconda native Ross Swanson has been assigned the position of Deputy Warden at Montana State Prison. He has assumed responsibility for oversight of the day-to-day operations at MSP, working with Warden Mike Mahoney.



Mahoney

The appointment will be reevaluated after six months. Meanwhile, Swanson will continue to spend a portion of his time at MCE, working with Gayle Lambert, who is MCE Financial Director and Acting Administrator.

Swanson graduated from Anaconda High School in 1976 and the University of Montana as a Certified Public Accountant in 1981. He was a Legislative Auditor in Helena for three years before coming to Montana State Prison as Financial Director for MCE. He became MCE Division Administrator in 1998.



Lambert

Swanson's appointment will allow Warden Mahoney to spend more time on administrative demands. "Ross and I have worked together for many years and I am confident he will be an outstanding Deputy Warden," Mahoney said. "He is an intelligent, results-oriented manager and his long list of accomplishments in the prison industries programs is a testimony to his leadership skills."

POST Certificates awarded February 19, 2004

- Detention Corrections Basic - 17
- Detention Corrections Intermediate - 9
- Detention Corrections Advanced - 4
- Detention Corrections Supervisory - 7
- Detention Corrections Command - 3
- Adult Probation and Parole - 2
- Instructor Certificates - 18

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See the *Signpost* on-line at www.cor.state.mt.us.

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Please call for a copy of our writing guidelines. Mail or e-mail articles and photos to the Editor.



A Message from the Director

Bill Slaughter

No spring in sight for the drug and alcohol problems we face

Montana's winter is loosening its grip of short days and long, cold nights, but DOC employees, contractors and partners continue to struggle every day with our crowded institutions and growing case loads.

Offenders have health, mental health, drug and alcohol issues, the likes of which we have never seen in our history. Meth seems to have a grip on the offenders in our custody much like the depths of winter that intruded upon our lives every day these past months.

The effects of more law enforcement resources and their dedication to find and destroy meth labs are now being felt by Corrections as these offenders move through the system. Many saw this coming, but few foresaw the repercussions to the system, the offenders' families and to Montana.

We have become the instrument of last resort for courts that have used every option to sanction meth users and meth cooks. The grip of their addiction has made them steal, lie, cheat and put their own children in harm's way to keep using the drug. Even though meth users risk prison, losing their families and a slow death, they go back to it time and again.

We are the front line of a long battle for our children, communities and society in Montana as we know it. As we pray for our troops fighting the war on terrorism, many of them DOC staff and family, we have our own war here at home, a war on meth.

However, I am encouraged every day by the dedication and optimism of DOC staff, our contractors and support folks. You all come to work with great attitudes, changing lives one day at a time and one life at a time. You restore what has been discarded, rebuild what has been destroyed and find good in the most evil among us. You see what makes us look forward to the thaw and a promise of better communities.

You are the best.

DOC Juvenile Parole Unit receives ACA accreditation

By Steve Gibson, Administrator
Juvenile Services Division

The Montana Juvenile Parole Unit received accreditation from the Commission on Accreditation for Corrections (CAC) January 12, during the American Correctional Association (ACA) Winter Conference in New Orleans, Louisiana.

The accreditation program is a professional peer review process based on national standards that have evolved since the founding of the association in 1870. The standards were developed by national leaders from the fields of corrections, law, architecture and health care, and by other groups who are interested in sound correctional management.

ACA standards address services, programs and operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health and safety of staff and offenders. Standards set by ACA reflect practical up-to-date policies and procedures and function as a management tool for agencies and facilities throughout the world.

In presenting the award, David Thomas, Chairperson of the Commission on Accreditation for Corrections (CAC), and ACA President Charles Kehoe, complimented Juvenile Division Administrator Steve Gibson and his staff on their success in completing the accreditation process. Those who worked diligently to organize records for the June 2003 Juvenile Parole Unit audit include Julie Buchman, Administrative Officer; Carol Nelson, Training and Statistics; Cheri Bragg, Interstate Compact Support; Karen Duncan, Juvenile Community Corrections Bureau Chief; Mickey Roberts and Cheryl Copenhaver, Juvenile Re-entry Aftercare Coordinators; and the

following Juvenile Parole Officers: Jim Francetich and Teri Young, Great Falls; Brett Gordon, Tom Pinsonneault and Michelle Verbance, Missoula; Kim Gray and Paul Hawkins, Butte; Landy Petrie, Billings; Billie Guthrie and Steve Harrel, Kalispell; Leif Ronning, Miles City; and Duane Enger, Helena.

The Unit's success in achieving this three-year accreditation award indicates Juvenile Parole Officers' professional level of operation in keeping with nationally accepted standards and a continuing period of compliance with standards and improvement in services provided to youth. The officers have worked hard developing policies and procedures and operating within the specific parameters.

Hearing Panel members highlighted a number of positives identified during the audit process. Youth and family members interviewed by the audit team expressed confidence in the services provided by Juvenile Parole Officers and praised their availability and commitment. Juvenile Parole Officers interviewed indicated comfort with

addressing administrators and satisfaction with the current direction of and training offered within the Juvenile Corrections Division.

The Hearing Panel members specifically noted that few Juvenile Parole Units have a faith-based component. They were impressed that in Montana, Parish Nurses provide this connection for youth expressing such a desire. The Parish Nurses also provide health-related expertise for youth and their supportive community re-entry team.

Montana's Juvenile Parole Unit was the only juvenile parole unit receiving accreditation at the ACA conference. Pine Hills Youth Correctional Facility for juvenile males, located in Miles City, has been ACA accredited for six years. The Juvenile Division intends to achieve ACA Accreditation this summer for the Riverside Youth Correctional Facility for juvenile females, located in Boulder. This would allow the Division to join a handful of states that have an entire operation ACA accredited.

Board of Pardons and Parole ACA accredited

The Montana Board of Pardons and Parole (BOPP), which is administratively attached to the DOC, also received accreditation from the Commission on Accreditation for Corrections (CAC) during the American Correctional Association (ACA) Winter Conference.

CAC Chair David Thomas and ACA President Charles Kehoe complimented BOPP Executive Director Craig Thomas and his staff on their professional level of operation and success in completing the accreditation process. The three-year accreditation award granted to the Montana BOPP does not signal the end of its involvement in the accreditation process. During the award period, staff will work to improve any deficiencies identified during the audit and maintain continuous compliance with the standards.

A recent survey of accredited facilities indicates that the advantages and benefits of accreditation include the assessment of a facility's strengths and weaknesses; identification of obtainable goals; implementation of state-of-the-art policies and procedures; establishment of specific guidelines for daily operations; aid in the defense of frivolous lawsuits; an increase of community support, and a higher level of staff professionalism and morale.

Introducing the Information Technology Road Show

Mobile lab lowers DOC's computer training costs

By John Daugherty

Information Technology Bureau Chief

The Department of Corrections Information Technology Bureau made a \$25,000 investment in computer equipment to develop a mobile computer-training lab. This was done in order to address large-scale training needs in locations outside easy travel distance to the DOC computer-training lab at Montana State Prison as an alternative to sending these staff members to Deer Lodge for training.

The mobile computer lab is composed of 13 COMPAQ EVO N620C laptop computers, mice and keyboards; a LaserJet 4100 printer; a 16-port network switch; network cabling; electrical distribution system; an LCD projector, and a SMART Board interactive whiteboard.

The lab was deployed for the first time in July for two weeks of training in Billings (9 classes total, 105 training hours), and then again in August for two weeks of training in Miles City (10 classes total, 118 training hours) and quickly paid for itself over 1 ½ times in cost savings to DOC and the State. Classes were held from 8 a.m. to 4 p.m. and from 4 p.m. to 8 p.m. Monday through Friday to maximize the training opportunities for all staff members regardless of normal duties. In Miles City, classes were also held on Saturday and Sunday.

The Billings classes averaged 5 students per class for a total of 45 class members trained, while the Miles City classes averaged 9 students per class for a total of 89 class members trained. Cost analysis for these two

blocks of classes show:

▶▶ The Billings classes would have cost \$13,115 had the students traveled to Deer Lodge. If the classes had all been full, total travel costs would have been \$31,342. In contrast, it cost \$1,263 to send the mobile lab/instructor to the students.

▶▶ The Miles City classes would have cost \$27,312 had the students traveled to Deer Lodge. If the classes had all been full, total travel costs would have been \$36,212. It cost only \$2,150 to send the mobile lab/instructor to the students.

If you have training needs in your area, please call Rob Kersch at (406) 846-1320 extension 2207, or e-mail him at rkersch@state.mt.us.

RIVERSIDE, from page 1

three times to explain the details of the program and meet individually with students. One Riverside youth started college January 11 after discharging from Riverside on her 18th birthday. Several others are applying.

The Challenge Program at Western was originally developed to work with the adolescents graduating from the Montana Youth Challenge Program operated by the Montana National Guard on the Western campus. One of the goals of that program is for the adolescents to obtain their GEDs.

Because many of the graduates of that program have wanted to continue with their education, but are still young (16 or 17) and need a more structured setting than the normal college dorm, Western developed a one-year program to help them start college with more support and guidance. This last year, Western expanded the program to include youths coming out of

correctional facilities.

To be accepted into the Challenge Program, students must complete all required financial aid and college admission paperwork. Once accepted, they must sign a one-year contract that includes a behavioral component. Although Challenge students are UM – Western students, they are expected to abide by the behavioral contract and all Challenge program parameters, which are much more structured than those of mainstream college students at Western.

Once a student is accepted, Western provides a structured residence hall environment with live-in staff, a dining program 7 days a week, individual academic advising and personal counseling, and orientation to Western and the Dillon community. The student also receives a 10-hour per week job in the community or on campus, and a college plan that allows

her to complete an Associate or Bachelor's degree, or complete General Education Requirements. Second semester Challenge students act as mentors to those in their first semester.

After successfully completing a year in this program, the Challenge student who chooses to stay at Western may continue living in the structured residence hall, or move into a traditional college dorm. After one year, the students are considered mainstream college students.

The student who discharged from DOC on her 18th birthday December 25 and started at Western in January had passed her GED prior to coming to Riverside. The Riverside Education Department helped prepare her for her ACTs, which she took prior to discharge. She also completed the application for the Challenge program and all financial aid paperwork.

When drill sergeants speak, juveniles (and judges!) listen

By Diana Solle, Administrative Assistant/Public Information Officer, Treasure State Correctional Training Center

Success is dependent upon making good choices, and 21 juvenile probationers spent an hour and a half in a courtroom recently hearing what Treasure State Correctional Training Center drill instructors had to say on the topic.

Second Judicial District Judges Kurt Krueger and John Whelan, as well as about a dozen other adults, were among those who listened as "boot camp" Drill Sgt. Wayne Cameron and Senior Drill Instructor Joe Fink showed a video and talked about choices and consequences. The event was January 15 at the Butte-Silver Bow Courthouse in Butte.

When the young people entered the courtroom, they were surprised to be told that they would sit in front so they could be *focused* on what was being said. The second surprise was that they were told to sit up in their chairs with their feet flat on the floor.

At first, you could see a little defiance here and there, but within the first 15 minutes, all were at attention and *listening*. The juveniles were reminded they had been making poor choices, which is why they were on probation and at this meeting. They chose not to listen to their parents, guardians, and probation officers. There are *consequences* for not listening.

When asked, "Do you care?" about themselves, their parents, their probation officers and their present situation, some admitted they did care, while others tried to act tough, as if they don't need anyone or anything. When the participants were asked about their crimes, a few opened up while others did not want to say... because they were ashamed of what they did.

Many were looking for communication with, and respect, of those they love. Sgt. Cameron suggested the young people go home that night and *talk* with their parents, make the changes "one day at a time," and to work on their problems and choices "just for today."

At the closing, Sgt. Cameron asked the youths to each make a promise to him about life changes they would make *today*. He told them that although *he* would not know if they kept their promises, *they* would know. Judge Krueger told the juveniles he would be asking them about their promises when he meets them in court.

Many of the participants came forward to shake hands with the drill instructors and say "thank you."



Sixteen P&P Officers complete MLEA training

By Ron Alsbury, Chief
Probation and Parole Bureau

Twelve State of Montana Probation and Parole Officers and four Misdemeanor Probation Officers from throughout Montana were recognized in a graduation ceremony at the Montana Law Enforcement Academy November 21.

Lisa Hunter from the DOC Training Bureau conducted the exercise. Mike Ferriter, Community Corrections Division Administrator, was the keynote speaker and rendered the MLEA Ethics Oath.

The officers had participated in four weeks of training in multiple aspects of probation and parole work.

"I am confident when I say that your life experience, past training and education has positively impacted the outcome of the training," Ferriter said. "I am just as confident that the trainers have brought consistency and direction on how you are to perform your job. But maybe the most important ingredient of all will be the relationships you developed during the past four weeks."

Probation and Parole (P&P) Bureau Chief Ron Alsbury presented certificates of successful completion to P&P Officers Jayson Baxter, Billings; Kristina Besseney, Hamilton; Eric Carlson, Butte; Katie Donath, Bozeman; Tim Hides and Eric Tadlock, Great Falls; Tanya Nugent and Heather Ostwalt, Havre; and Paul Parrish and Shawn Schneider, Kalispell. Certificates were also presented to Misdemeanor Officers Ray Meder and Brad Pinnick (Supervisor), Alternatives, Billings; Tanya Godfrey, Mountain Peaks, Billings; and Mike Norvelle, Missoula Correctional Services. MSP Institutional P&P Officers Heather Snell (WATCH) and Darrell Vanderhoef also received certificates.

The class presented peer awards to Darrell Vanderhoef as Outstanding Officer; Training Monitor Connie Perrin as Most Inspirational; and Schneider as Class Representative.

The P&P Bureau recognizes the following instructors: George Bryce, Pam Bunke, Dan Burden, Deb Butler, Annette Carter, Dave Castro, Bernie Driscoll, Steve Ette, Chris Evans, Bob Furu, Mike Gersack, Cathy Gordon, Dawn Handa, Sandy Heaton, Tony Heaton, Sally Hilander, Lisa Hunter, Chuck Juhnke, Rob Kersch, Diana Koch, Lynette Lavin, Sam Lemaich, Vicki Schiller-Long, Charlie Marti, Kathy Matson, Linda Moodry, Judy Nelsen, Winnie Ore, Julie Reardon, Jerry Smith, Curt Swenson, Wayne Ternes, and Jeff Walter. Thanks also to support staff Cheryl Waits who helped coordinate the curriculum.

Employees in the News

The *Correctional Signpost* relies on DOC employees to send entries for the Employees in the News. The Human Resources office provides the New Employees list, but each facility is responsible for sending us details about awards, promotions and other professional activities. Please e-mail information and photos to the editor: shilander@state.mt.us.

Siegfried honored at MWP

Michelle Siegfried was Montana Women's Prison Employee of the Quarter for the third quarter of 2003. Deputy Warden Mike Aldrich praised her recent



reorganization of the MWP Records Department. "She has put in place an efficient system and has transitioned smoothly into a much larger department," he said.

Siegfried recently completed training to become the newest member of the MWP Hostage Negotiation Team. "It is this type of dedication and hard work that makes Michelle an outstanding employee and a valuable of the team here," Aldrich said.

MSP honors Eric Miller

Eric Miller is the Montana State Prison Employee of the Quarter for the quarter beginning February 2.



Miller was hired as a Correctional Officer October 30, 2000, and currently works second shift and all assigned posts. He also is part of the Montana State

Prison Ridgerunners fire crew and sacrifices personal time to assist in this public service. Finally, Miller volunteers time to the annual Special Olympic Torch Run.

The MSP Employee of the Quarter receives a certificate of appreciation, a special parking space and a pen from Warden Mike Mahoney.

Human Resources Bureau Chief Ken McElroy says: "It's old news now for some of you (my apologies), but I want to announce formally that **Cynthia Davenport** has accepted our offer to be the next Personnel Officer at Montana State Prison. We are very pleased that she saw fit to apply and are looking forward to great things from her. If you haven't already congratulated her, please do so."

Pine Hills Youth Correctional Facility in Miles City announces the addition of three new staff in principal positions of our organization. **Sid Thompson** is the new Director of Care and Custody. He comes to Pine Hills with an extensive background in juvenile corrections. He has experience as a superintendent at juvenile correctional facilities and as a regional administrator with responsibility over nine juvenile facilities.

Randy Krueger began as the Social Work Supervisor/Training Coordinator January 26. He also has worked in juvenile correctional facilities, taught at the college level and holds a Master's Degree in Clinical Psychology. One of the focuses of Randy's recent endeavors has been in the area of program design and implementation.

Jeri Anderson is Pine Hills' new Clinical Social Worker. She received her Master's Degree in Social Work and is currently pursuing licensure as a Licensed Clinical Social Worker. Anderson previously worked at Rimrock Treatment Center and is a Licensed Addictions Counselor.

Two Centralized Services Division employees have moved into positions in the Juvenile Corrections Division. **Nancy Wikle**, formerly DOC's Grants Coordinator/Native

American Liaison, is the new Deputy Administrator of Interstate Compact. **Marwan Saba**, who worked in the Human Resources Bureau, is the Juvenile Detention Licensing Specialist. Both remain at Central Office.

New Employees

Central Office

Mike Alamia
Jim Heidlebaugh
Laura Janes
Mark Johnson

Montana State Prison

Arlon Austin
Delroy Boese
Kristi Boese
Gus Camba
Armand Houde
Keith Isaacson
Matthew Krause
Kathy Nelson
Rachel Ratliff
Jeanne Smith
Abby Stolley
Derek Wandler

Montana Womens Prison

Joseph Ealy

Pine Hills Youth Correctional Facility

Jeri Anderson
Teza Holland
Michael Krueger
Kullin Orcutt
Jonathan Ugalde

Birth announcement

Emily Laura Rehbein was born December 8 to Amy and Tyler Rehbein of Polson. Amy is a Probation & Parole Officer in the Polson office and has been with DOC for 6.5 years. Emily weighed 9 pounds, 13 ounces and was 21 inches long. She has a brother, Shane, age 5.

How a “phisher” can hook your computer

By John Daugherty, Chief
Information Technology Bureau



Phishing, pronounced “fishing,” is the term coined by hackers who imitate legitimate companies in e-mails to entice people to share passwords or credit-card numbers. Recent victims include VISA International, AOL, Hallmark, Earthlink, Charlotte’s Bank of

America, Best Buy and eBay, where people were directed to Web pages that looked nearly identical to the companies’ sites.

On July 21, 2003 the FBI issued a news release, which stated, “Bogus e-mails that try to trick customers into giving out personal information are the hottest, and most troubling, new scam on the Internet.” You can read the full news release here: <http://www.fbi.gov/pressrel/pressrel03/spoofing072103.htm>

Tumbleweed communications corp., an E-Mail security company, reported in December 2003 that 60 million e-mails were sent in a two-week period with this type of scam. An average of 5 percent of the people who received these e-mails responded.

The process often starts with an e-mail that seems to come from the business in question. The e-mail address, company logo, and style will mimic actual e-mail from that company and on first glance appears genuine.

In the e-mail you will be told that you need to update your information for “security” purposes, to update or verify your account, to protect yourself from identity theft, or some similar purpose. The information requested might be your user name and password to their site, your credit card, bank account, or other personal information that can help them access your money.

Another hook may be chance of

winning a car, money, or a vacation, and only require you to fill in the necessary information or click on the link to go to a website to fill in the entry form. The link will direct you to a web page that looks like a legitimate page from that company complete with graphics and content, but appearances are deceiving and you send your personal information to the phisher instead.

The scams can be convincing. One popular scam is a fake e-mail from eBay letting you know how you can enter a contest to win a Mercedes. The e-mail address is not real, but unless you are the suspicious sort you

One teenage phisher tricked AOL users into giving away private information he used to set up Pay Pal accounts for himself.

would consider this to be a legitimate contest. The second image you see if you click on the fake eBay link looks like a real eBay page. The content is designed to make it look as legitimate as possible, starting with the location bar. Notice the name is “promotion-for-winning-a-Mercedes...” The sign-on looks exactly like an eBay sign-on screen, complete with links to help if your forgot your password and even a link, “how to protect your account” which lends more credibility.

Enter this contest and you will have just given away your eBay password as well as any credit card and other personal information stored with your account.

Another example of a scam is that of a 17-year-old Los Angeles-area youth who obtained more than \$8,000 by sending fraudulent e-mails to AOL subscribers, saying there was a problem with their accounts and asking

for new credit card numbers. He used the information to set up PayPal accounts, which he then used to make purchases.

The defendant’s AOL look-alike web page directed consumers to enter the new card numbers. It also asked for mothers’ maiden names, social security numbers, bank routing numbers, credit limits, and AOL screen names and passwords. The scheme allowed him to “plunder consumers’ credit and debit card accounts and assume their identity on-line,” the FTC said.

What can you do to protect yourself from this type of fraud?

- ✓ Avoid filling out forms in e-mail messages. You can’t know with certainty where the data will be sent.
- ✓ Never complete personal information through a link received in an e-mail. Go directly to the company’s site and find out if there really is a form to be completed. Don’t click on the link in the e-mail to get there.
- ✓ Always check your credit card statements and look out for unusual transactions.
- ✓ If you are unsure what to do, phone you the company and ask them if it is legitimate.
- ✓ If you find that you have been scammed, contact the company immediately, and then contact the Internet Fraud Complaint Center <http://www.ifccfbi.gov/index.asp>. The Federal Bureau of Investigation and the National White Collar Crime Center operate the IFCC.

The day after I wrote this article, the Bank of England was the target of phishers. On the first day, as many as 100,000 people replied to the e-mail, which claimed that downloading a program for their computer would help them combat credit card fraud.

Victim Restitution Collection Increases Under DOC



DOC's new Restitution Unit has collected more than \$730,000 in court-ordered crime victim restitution from adult felony offenders since the new program started October 1. More than a half million dollars has been disbursed to victims so far.

This is an estimated 20 percent increase from the "old" process in which all 56 Montana counties had their own collection systems, often creating confusion and victim dissatisfaction.

Staff for the Restitution Unit under Centralized Services includes Lisa Grady and Kimberly Timm, who already worked in the Fiscal Bureau, but took on additional responsibilities. DOC hired three Restitution Technicians: Judy Little and Amanda Eslick, who work out of Central Office in Helena and Terri Guthrie, who works out of Montana State Prison in Deer Lodge.

House Bill 220, passed by the 2003 Legislature, clarified that DOC can collect restitution from offenders' prison accounts, earnings after their release, and property. The restitution obligation remains with offenders until it is fully paid or until their death, at which point the balance attaches to their estates.

The Restitution Unit is funded with a 10 percent fee on the offenders; victims receive the full amount of their court-ordered restitution. The unit collects only court-ordered restitution from felony offenders in Montana, not in misdemeanor or juvenile cases.

The toll-free number for victims is (800) 801-3478.



THE DEPARTMENT OF CORRECTIONS MISSION

The Department of Corrections is dedicated to public safety and trust by holding adult and juvenile offenders accountable for their actions against victims through custody, supervision, treatment, work, restitution and skill development.

775 copies of this public document were published at a cost of 60 cents per copy, which is based on a total estimated cost of \$465. The Signpost is printed at the Montana Department of Administration Print Services.

It's easy to write for the *Signpost*

By Sally Hilander, Public Information Specialist
Director's Office

The DOC Public Information Office has put together the following guidelines for submission of articles to *The Correctional Signpost*, in response to requests from DOC employees and others who want to send something for publication, but are not sure how.

We would like entries from every program and facility, including P&P offices and our contract prisons. If you have an idea for an article, but are not sure if it's right for the *Signpost*, call and discuss it with the editor, Sally Hilander, at (406) 444-7461, or email her at shilander@state.mt.us.

OUR GOAL IS TO MAKE IT AS

EASY AS POSSIBLE FOR EMPLOYEES TO HAVE ARTICLES AND PHOTOS PUBLISHED IN OUR NEWSLETTER!

Who reads the Signpost?

The Correctional Signpost is an important link between the Montana Department of Corrections and the public. Many of our readers are DOC employees, but our "audience" also includes other state DOCs, the Montana Legislature, the Governor's Office, other government agencies and members of the judicial system. The newsletter also is posted on our public website at www.cor.state.mt.us.

The Signpost contains 8-12 pages maximum, and articles tend to be of the "just the facts, m'am" sort: Who,

what, where, when, how and why? This is the format used by most newspapers. The main purpose of the articles is to keep our audience informed about DOC. Articles need to be brief because of the limited space and broad audience.

In contrast, in-house newsletters – those produced by staff in our individual DOC facilities – are typically more personalized than the *Signpost*, and include extra details of likely interest to the people who work there and perhaps of less interest to the general public. These newsletters are usually targeted to the workplace "family" and serve to honor or congratulate people for work well done.

What will we print?

We are willing to take your in-house newsletter articles and edit them to fit

our less personalized style. We hope those of you who submit them understand that our audience is different, as outlined above. Our “red ink” is not a judgment of your writing ability or the importance of your topic.

Photos are always welcome, and will be used as space permits. Color or black/white photos of printable quality (good contrast, not too light or dark) are accepted. E-mail them in a jpeg format or mail them to the editor. As a general rule, photos that do not photocopy well probably won't reproduce well in the *Signpost* either. In a good photo, the people are easily recognizable. If your photo is bad, grab someone's digital camera and take another one.

Here are some of the articles we use:

■ Awards and Rewards: Full names and positions of the recipients, when the award was made, and a brief description of why. Photos of the award winners alone are preferable to group photos. Hand-shaking photos take lots of space and are seldom used. Keep the focus on the award winner rather than those who presented the award.

■ Employees of the Quarter: Same criteria.

■ Certifications: Name, date, and facility. The Training Unit provides POST information to us.

■ Retirements: How long did the person work for DOC? Positions held, accomplishments, etc. Brief mention of retirement plans is OK.

■ New employees: Central Office provides this information to us.

■ Special weeks: Probation and Parole Week, Correctional Officers Week, etc. Who was honored and how? Brief.

■ Proclamations. We don't print the actual proclamation, but we will make a brief mention that, for example, the governor proclaimed domestic violence awareness week, and why.

■ DOC programs featured elsewhere: What is the program? Where was it featured? Who went? Did we receive any feedback? (Example: MCE's Toyota cutaway program featured at state conference.)

■ New programs: What is the program? When did it start? Why is it important to DOC and the public we serve? Who are the main “players” involved?

■ Existing programs that others in DOC may not know about – how ISP works, the victim notification hotline, etc.

■ Features: Moose at boot camp, inmates in public service and fire crew at MSP are excellent examples of features for the *Signpost*.

■ Conferences and seminars: If we have the information early enough to publicize the event in advance, we will. Send name of conference, sponsor, brief description of the topics, who should attend, where it is, how much it costs, registration deadline, and who to call for more information.

After the event, we will use actual “how to” information gleaned from the sessions. Example: Recent training on how to identify and stop sexual harassment in the workplace. Keep in mind that a past event is not of great interest to people who didn't attend unless there is information they can use. Awards and elections are important too.

■ Vital statistics. We have no firm policy on these. Send birth, death and wedding dates if you believe DOC employees in general will be interested.

■ More, more, more. This list is not all inclusive. Your ideas are welcome.

What will we not print?

■ Travel, outside activities. Due to space constraints, we generally do not publish features about how employees spend their personal time, including civic participation, vacations, etc.

■ “Insider” type articles that are of interest only to a few people in one

facility.

IMPORTANT: Please do not imbed photos in text or include fancy formatting such as borders and clip art! This is very difficult to work with. Instead, e-mail the article as an MS Word file and the photos or clip art as separate jpg, giff, pdf or bitmap files. Thank you!!!

Final words of advice? PLEASE KEEP IT BRIEF. Brief articles are more often read.

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